

19 January 1960

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TO: Chief of Station []

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FROM: []

SUBJ: Report on Station Property Records by Headquarters
FPA Team

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1. This memorandum summarizes the accomplishments and recommendations of the FPA team resulting from a comprehensive review of the current property records and procedures required by [] for Type II FPA.

2. Accomplishments

a. The opening inventory balances were reconciled from the Materiel Records to the quantities reflected on the C.M.R.

b. Lists were prepared of adjustments and discrepancies between the Materiel Records and the C.M.R. for use as attachments to a revised inventory report to Headquarters.

c. Household furniture records were consolidated.

d. Vouchers for property disposals were revised to include ~~item~~ numbers and prices.

e. Materiel Records were retaped and revised dollar value of opening inventory was determined by Materiel Units.

f. A memorandum was prepared to Headquarters for the Station to report the revised inventory value with attached lists of adjustments and discrepancies. See 2b above.

g. A memorandum was prepared for the Station summarizing the agreement reached with respect to T/S accepting property accountability for [] which would place these Bases on a memorandum receipt basis. This memorandum contained recommended procedures and instructions for the Bases and T/S to accomplish this change.

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h. The Type II procedures as specified in [] were reviewed with Station personnel.

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3. Recommendations

a. One copy of the adjustment and discrepancy lists prepared under paragraph 2b above should be retained with the copy of the C.M.R. for audit purposes.

b. A current physical inventory of household equipment should be initiated in order to update the hand receipts and insure that all items are receipted and accounted for. Signed hand receipts should be on file for all household items.

c. Wash transactions of non-expendable property are not required to be posted to Materiel Records. However, such transactions must be reflected on the Property Control Register as a debit (receipt) and credit (disposal, transfer, Surveyed, etc) for monetary purposes.

d. Copies of miscellaneous receipts report form for vehicles should be obtained from the Finance Officer and vouchers should be prepared for such disposal transactions and posted to the Material Records and the Property Control Register.

e. The for Type II FPA should be reviewed and followed by appropriate Station personnel.

f. All issues and/or transfers from the property account must reflect the unit cost as listed on Materiel Records.

4. Other items which were discussed with Station Personnel:

b. Storing and distribution of Agency blank forms. Adequate storage facilities are available at the Station. The warehouse is of brick construction, with a vault door, no windows. Ditto master and interleaved carbon forms could be stored with no difficulty due to the dryness and well-heated facilities. Wooden bins are available to be installed if so required. Personnel requirements were not discussed.

5. The FPA team wishes to express appreciation for the cooperation of Station personnel during this review, for the extra hours of work devoted to this effort and for the personal courtesies extended.

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